Interactive Web Site Instructions

NOTE: <u>AN EMAIL ADDRESS IS REQUIRED</u> WHEN CREATING YOUR USER ID AND PASSWORD. IF YOU DO NOT HAVE AN EMAIL ADDRESS, PLEASE SIGN UP USING A FREE EMAIL PROVIDER. (To find a free email provider, access any search engine on the internet and type "Free Email" in the search field, the results will show a variety of free email providers, pick one that best suites your needs.)

The Interactive Web Site can be accessed by opening your Internet browser and entering the following web address http://orsica.dhs.utah.gov in the address line. Any ORS Case Participant can access the Interactive Web Site. Listed below are instructions for First Time Users and Registered Users.

First Time Users
Click on Create new user account.
The New User Creation - Step 1 of 4 (General Info) page will display.
> Enter First Name, Last Name, Primary Email Address, and User ID.
>> The User ID field will accept numbers or letters. Example: Jan##555443322
>> **Note:** The User ID should be something you can remember. The User ID field must contain a minimum of 4 characters and will allow a maximum number of 30 characters. This field is not case sensitive and will allow letters, numbers and special characters.
> Click on Next to proceed to the next step.

The New User Creation - Step 2 of 4 (Password Info) page will display.
> Enter Password Recovery Question, Password Recovery Answer, Password, and Confirm.
>> The Password Recovery Question and the Password Recovery Answer is set up in case you forget your password.
>> The Password Recovery Question is a question that will help you remember the answer to and should be related to the password you are going to create. Example:
>>> Password Recovery Question: What is my favorite color?
>>> Password Recovery Answer: Blue
>>> Password: Blue or Light Blue or Dark Blue
>> Click on Help to receive additional pre-defined questions you can choose from in a drop down list instead of coming up with your own Password Recovery Question and Answer.
>> Enter your password in the Password field and again in the Confirm field.
>> **Note:** The Password should be something you can remember. The Password must be a minimum of 8 characters. This field is not case sensitive and will allow letters, numbers and special characters.
> Click on Next to proceed to the next step.

The New User Creation - Step 3 of 4 (Personal Info) page will display.
You may enter your home Address, City, Zip Code, Phone Number, and birth date if you wish. These fields are not required.
Click on Next to proceed or click on Previous to go back to the previous page.

The New User Creation - Step 4 of 4 (Work Info) page will display.
You may enter your employment information. These fields are not required.
Title is your position title.
Company is your Company's Name.
Department is the name of the department you work in.
The street or PO Box of your employment.
Your employer's phone number.
Your cell phone number.
Your pager number.
Your fax number or your employer's fax number
Click on Finish to proceed to the next step.

The Registered User page will display again with the message:
An email containing instructions for completing your account setup has been sent to the email address you provided.
Enter your Email Address or User ID and Password and click on the Login button.

The Account Maintenance Page will display.
Verify the information that is displayed is correct. If the information is correct, click on Done.

The Account Registration and Activation page will display.
Enter your First Name, Last Name, Address Line 1, City Name, Zip Code, Country, and Social Security Number. These fields are required.
You may also enter your State, home telephone number and work number.
Click on the Submit button to proceed.
Click on the Reset button if you would like to erase the fields that your entered.
Click on the Cancel button to Logout.

The Account Registration and Activation - Registration Results page will display.
A message will display stating you will receive your activation code by US Mail within 5 to 7 business days.
You may still access your account now by using your current PIN number.
Click on Pin Access.

The Account Registration and Activation - Pin Access page will display.
Enter your PIN number and click on the Submit button.

The Interactive Case Access - Participant Information page will display.

Registered Users

If you have previously entered your registration information, enter your Email Address or User ID and Password and click on the Login button.

The Account Maintenance page will display or the Account Registration and Activation page will display.

The Account Maintenance page will display.
Verify the information that is displayed is correct. If the information is correct, click on Done.

If the information that is displayed is not correct, enter in correct information and click on Validate.

A page will display asking you to enter your email confirmation code that you received in the US Mail. Enter the confirmation code and click on the Save button.

The Account Registration and Activation page will display.

Enter you Activation Code and click on the Submit button. The Interactive Case Access page will display.

If you have not received your Activation Code through the US Mail but would still like to access the Interactive Case Access page, click on Pin Access.

Enter your Pin Number and click on the Submit button. The Interactive Case Access page will display.